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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Operational Manager: Capacity Building and Resource Mobilization

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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OPERATIONAL MANAGER: CAPACITY BUILDING AND RESOURCE MOBILIZATION

Department: Social Development
Branch: Social Benefits Unit, Systems and NGO Support Unit
Designation: Operational Manager: Capacity Building and Resource Mobilization
Remuneration: R31 462,75 pm (basic salary excluding benefits)
Location: 118 Jorissen Street, Traduna Building, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus National Diploma in Public Administration / Business Administration (NQF level 6);
- 3 - 4 years practical experience in the NGO field at a government level or with the civil society structures;
- Experience with transformation, organizational and cultural diversity management skills;
- Knowledge and understanding of legislation regulating local government;
- Ability to apply legislation related to the non-government sector;
- Knowledge of community leadership, development, and associated processes;
- Knowledge and application of software packages;
- Knowledge of office Administration, project management, and report writing;
- Must have a valid driver's license and in possession of a roadworthy vehicle.

Primary Function:

Provide administrative support to the NGO Sub-Unit within a legislated framework, coordinate, update, and maintain credible NGO electronic database in the City, verify the existence, functional capacity and operational requirements and compliance of NGO's operating within COJ boundaries, mobilize resources for the non-government sector within applicable legislation, approved policies and framework.

Key Performance Areas:


- NGO Sub-Unit Administrative Functions;
- Resource Mobilization for the NGO sector;
- Support to COJ Non-government organizations;
- Performance Reporting, Management, Training and Development;
- Assets and Financial Management.


Leading Competencies:

- Adaptive and Flexible;
- Attention to detail and high levels of accuracy;
- Ability to operate in a highly intensive customer service and public interface environment with continued pressure to deliver high-quality work standards;
- Collaborative/Teamwork, Values and Integrity;



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- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Solution and outcome-driven;
- Impact and Influence according to the City's protocols, legislation, and standards.

Core Competencies:

- Computer Software and applicable skills;
- Community development skills;
- Social and interpersonal skills;
- Human resource management;
- Public Speaking;
- Resource Mobilization.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1-oV7UdTTTeaDBcU8gs_Jkwew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Johannes Mofokeng

Tel No: 083 702 7609

CLOSING DATE: TUESDAY, 28 MAY 2024

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.